



DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

Minutes of the Meeting of the Downtown Orillia Management Board, Tuesday, November 19, 2019 at 6:00 p.m. in the Boardroom of the Downtown Orillia Office, 33 Mississauga Street West, Orillia

Present: Michael Knight, Chair
Ron Spencer, Vice-Chair
Susan Willsey, Treasurer
Nancy Nevala
Councillor Rob Kloostra

Absent: Al Wallace
Tyler Knight
Michael Fredson

Also Present: Lisa Thomson-Roop, Manager
Samantha Yandt, Events & Marketing Coordinator

Call to Order

The meeting was called to order at 6:13 p.m.

Approval of Agenda

Moved by Willsey, seconded by Spencer:

THAT the agenda for the Downtown Orillia Management Board meeting held on November 19, 2019 be approved as distributed.

Carried.

Disclosure of Interest

1. Michael Knight – re: Reports – Item 1. November Financials.

Nature of Interest – Member M. Knight is related to the owner of Joe Watt Trophies, a company listed to be paid in the report.

Member M. Knight left the table during discussion and voting on this matter.

Deputations

1. There were no deputations.

Minutes

1. October 22, 2019.

Moved by Kloostra, seconded by Nevala:

THAT the minutes of the Downtown Orillia Management Board meeting held on October 22, 2019 be adopted, having been printed and distributed.

Carried.

Closed Session

There were no closed session items for this meeting.

Correspondence - Information Items

1. Treasury Department – re DMB Budget Report – Sep 2019.
2. Clerk’s Department – re Tenant Parking in Downtown Orillia Response.
3. Clerk’s Department – re Business Improvement Area Streetscape Revitalization Response.
4. Clerk’s Department – re Appointment Recommendation to Parking Advisory Committee Response.
5. Development Services & Engineering – re Notice of Complete Application Zoning By-law Amendment - 70 Nottawasaga Street.

Moved by Kloostra, seconded by Willsey:

THAT the Correspondence - Information Item listed on the agenda for the Downtown Orillia Management Board meeting held on November 19, 2019 be received as information;

Carried.

Correspondence - Action Items

1. Office of the Mayor – re Orillia OPP Foot Patrol Statistics.

Moved by Willsey, seconded by Spencer:

THAT the correspondence from the Mayor's Office – Orillia OPP Foot Patrol Statistics be received as information;

AND THAT the Downtown Orillia Management Board direct staff to set up a meeting with the Mayor Clarke, City Staff and the Detachment Commander in March of 2020.

Carried.

Reports

1. DMB Manager, Lisa Thomson-Roop – re Financial Report.

Moved by Nevala, seconded by Spencer:

THAT the Financial Report dated November 19, 2019 for the period October 22, 2019 to November 19, 2019 be received with the exception of the Joe Watt Trophy Invoice dated October 28, 2019 which shall be dealt with separately;

AND THAT staff be authorized to proceed with payments in the amount of \$9,468.23.

Carried.

Michael Knight left the Chair.
Ron Spencer assumed the Chair.

Moved by Willsey, seconded by Nevala:

THAT the Joe Watt Trophy invoice for six AGM trophies listed in Financial Report dated November 19, 2019 for the period October 22, 2019 to November 19, 2019 be received;

AND THAT staff be authorized to proceed with payment in the amount of \$216.09.

Carried.

Ron Spencer left the Chair.
Michael Knight re-assumed the Chair.

2. Event & Marketing Coordinator, Samantha Yandt – re Events Report.

Moved by Kloostra, seconded by Willsey:

THAT the Events Report be received as information;

AND THAT Downtown Orillia Management Board direct staff to approach Horseshoe Resort and Carriage Hills for options to promote Downtown Orillia at their locations;

AND THAT staff incorporate solutions in the 2020 Marketing Plan.

Carried.

3. DMB Manager, Lisa Thomson-Roop – re Board Member Appointment Recommendation.

Moved by Nevala, seconded by Willsey:

THAT, further to the resignation of elected member Daniel Saberi, and in accordance with Board Policy 4.15.1 Board Vacancies – Filling a Vacancy in the First Three years of the Term, the Downtown Orillia Management Board recommends to Council that Paulo Guilherme of Lahay's Hobby and Craft Store be appointed to fill the vacant seat as he was the candidate with the next highest number of votes from the November 2018 Business Improvement Area (BIA) election.

Carried.

4. DMB Manager, Lisa Thomson-Roop – re DMB Policy 4.15.1 Board Vacancies – Filling a Vacancy in the First Three Years of a Term – Recommended AGM Amendment.

Moved by Willsey, seconded by Spencer:

THAT as recommended by the Business Improvement Area membership at the October 29, 2019 Annual General Meeting, the Downtown Orillia Management Board amend Board Policy 4.15.1 Board Vacancies – Filling a Vacancy in the First Three years of the Term to allow the option to conduct a by-election or to advertise the vacancy to the membership and have interested members submit an application to the Board of Management, who will select a director, in closed session from those who have submitted their names.

Carried.

5. DMB Manager, Lisa Thomson-Roop – re Beautification, Maintenance and Seasonal Décor Committee.

6. DMB Manager, Lisa Thomson-Roop – re Farmers’ Market Management Committee. DMB Representative.

Moved by Willsey, seconded by Spencer:

THAT the Downtown Orillia Management Board defer appointing a member to the Farmers’ Market Management Committee until the January 2020 meeting.

Carried.

7. Vice Chair Ron Spencer – re Orillia District Chamber of Commerce.

Moved by Kloostra, seconded by Willsey:

THAT the Downtown Orillia Management Board receive the following committee reports as information:

- Beautification, Maintenance and Seasonal Décor

Carried.

Deputation Motions

Date of Next Meeting

Tuesday, January 21, 2019 at 6:00 p.m. in the Boardroom of the Downtown Orillia Office, 33 Mississauga Street West.

Adjournment

Moved by Spencer, seconded by Willey:

THAT the meeting be adjourned.

Carried.

Meeting adjourned – 6:50 p.m.

M. Knight,
Chair.